



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 5.5.4	Subject: <b>HOBBY CRAFTS PROGRAM</b>
Reference: DOC Policy No. 5.5.4	Page 1 of 8
Effective Date: October 1, 2003	Revision: new implementation date - April 26, 2010
Signature / Title: /s/ Mike Mahoney / Warden	
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator	

## **I. PURPOSE**

To encourage inmates to develop constructive use of their leisure time, ensure security and safety considerations are maintained, and provide a means by which authorized hobby craft items can be made for gifts or sale.

## **II. DEFINITIONS**

Contraband - any item not approved or authorized by law, policy, procedure, or rule.

DOC I.D. Number - the Department of Corrections identification number that is assigned to all inmates, formerly known as the adult offender number (AO#).

Hobby Craft Shop - a designated room or area that allows for close staff supervision of hobby craft activities, accessories, tools, and materials.

Hobby Shop Craft Activities - designated hobby craft activities that require the use of the hobby shop.

Hobby Store – a retail outlet located in Deer Lodge at the Old Prison Museum complex. It may also include other designated locations established for the retail sale of inmate hobby products to the general public. MCE is responsible for the operation of the Hobby Store(s).

Housing Area Hobby Craft Activities - hobby craft activities allowed in housing area dayrooms, inmate cells or other designated locations. Tools, accessories, or materials that may be used to compromise the safety and security of the facility, the public, staff, or inmates are not allowed for these activities.

MCE Hobby Coordinator - the MCE staff member responsible for the day-to-day operation of the Hobby Store(s). This position works in coordination with the MSP Hobby Director.

MSP Hobby Director - the MSP staff person appointed to oversee the MSP hobby craft program.

## **III. PROCEDURES**

### **A. Restrictions**

1. Mass production of hobby craft items involving more than one inmate is not permitted.
2. Inmate use of a business or company name to make or sell hobby craft items is not permitted.
3. Unauthorized business relationships with outside individuals or organizations for the sale of hobby craft items are not permitted.

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**B. General Provisions**

1. The hobby craft program is under the direction of the MSP Hobby Director who works for the MSP Recreation Department.
2. The Hobby Store is under the direction of the MCE Hobby Coordinator, who works for the Montana Correctional Enterprise (MCE) Division.
3. Participation in the hobby craft program is a privilege and not a right.
4. Current lists of allowable hobby craft activities, materials, and accessories are on the authorized property list attached to the current property operational procedure.
5. The availability of hobby craft accessories and materials will be restricted to ensure security and safety considerations are met.
6. Inmates may not keep finished hobby craft items. Finished hobby items must be mailed out as gifts, sent to the Hobby Store(s) for sale, or delivered to a contract purchaser, within one week of completion in compliance with the procedure outlined in this operational procedure.
7. Trading finished hobby craft items for raw materials is prohibited. Inmates are advised to keep accurate records of all their hobby craft transactions (including invoices and receipts, for all their accessories, materials, and transactions) or face possible confiscation of materials, accessories, and items.
8. Finished hobby craft products that are confiscated from an inmate through the disciplinary process will be turned over to the Hobby Store for sale. Proceeds from the sale of these items will be deposited in the Inmate Welfare account.
9. Any inmate that is authorized to have a hobby permit is eligible to sell the items at the Hobby Store regardless of classification level or housing unit placement.
10. If an inmate loses his hobby craft privileges, items that are currently at the Hobby Store may remain to be sold unless the inmate recalls the items to be mailed out at his expense.
11. All hobby accessories and materials must fit into the allotted/approved personal property storage containers.
12. Facility employees may not receive any item from an inmate as a gift or directly purchase any item from an inmate except through a hobby contract entered into with the MCE Hobby Store (see section F.). Employees may also purchase hobby craft items from the MCE Hobby Store inventory.

**C. Initial Hobby Craft Permits**

1. Prior to being approved for an initial hobby craft activity, an inmate must apply for a hobby craft permit by sending an OSR to his housing Unit Manager. The Unit Manager or his/her designee will determine if the inmate meets the following criteria and respond, granting or denying the request.
  - a. Inmates in the Maximum Security unit, Close III, and Close I will be allowed hobby privileges only as outlined in *MSP 3.3.100, Earned Privileges Program*. An inmate moved into one of these housing units who has lost his hobby privileges will have to meet the specified period of appropriate conduct prior to being approved for a hobby permit. Inmates in detention and temporary lockup are not allowed to participate in the hobby craft program.
  - b. Inmates in the Mental Health Treatment Unit Program will be subject to that program's requirements concerning hobby.
  - c. An inmate housed in the High or Low Side compound must have thirty days clear conduct (no major infractions) for an allowable hobby craft activity. He must also

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have the funds in his inmate account to purchase the minimum order of accessories and materials required for the activity requested.

- d. Inmates residing at the MDIU, other than the live-in inmate workers, are not allowed hobby privileges. The live-in inmate workers will be allowed art hobby permits only.
2. The Unit Manager or his/her designee must forward a copy of all approved requests to the MSP Hobby Director.
3. The MSP Hobby Director and the Recreation Supervisor are the only persons authorized to issue and sign hobby craft permits. They must not issue any permit until written approval is received from the respective Unit Manager and the minimum order of accessories and materials is received at MSP.
4. The MSP Hobby Director must maintain a current list of all issued permits and the inmates they are issued to on the 'I' drive of the MSP computer server. At a minimum this list will include the following:
  - a. The inmate's name
  - b. The inmate's ID#
  - c. The inmate's current housing unit
  - d. The permit type he has been issued
  - e. The date the permit was issued

The Recreation Supervisor will develop procedures to ensure the information on this list is updated at least once a week.
5. Unit Managers will monitor the inmates housed in their units to ensure only the inmates listed have permits, accessories, and materials, and that the inmates on the list have only the accessories and materials allowed.

#### **D. Hobby Craft Permit - Loss or Change**

1. Inmates living at the Work and Reentry Center (WRC) may be issued two hobby craft permits. Inmates living in all other housing units may only be issued one hobby craft permit.
2. Before an inmate is approved for a different hobby craft permit from the one (or two) he currently possesses, he must surrender his present permit and any accessories or unused material not allowed with the new permit to the MSP Hobby Director. Materials and accessories not allowed must be mailed out at the inmate's expense within 15 days. If the items are not mailed out within this period, they will be processed as contraband in accordance with *MSP 3.1.17B, Contraband Control*. A new permit will not be issued until these conditions are met.
3. If an inmate is found guilty of a rule violation connected to an abuse or misuse of the hobby program or privileges, housing unit staff will seize his permit, materials, accessories, and unfinished items and process them as contraband in accordance with *MSP 3.1.17B, Contraband Control*. Once the inmate has accumulated six months clear conduct he may request a new permit by following the procedures outlined in section C. above.
4. If an inmate is moved to a higher custody living compound (e.g. WRC to Low Side or Low Side to High Side) due to a disciplinary write-up, he will lose his hobby privileges for at least six months. Hobby permit(s), materials and accessories will be confiscated. The confiscated items must be mailed out at the inmate's expense within 15 days. If the

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items are not mailed out within this period, they will be processed as contraband in accordance with *MSP 3.1.17B, Contraband Control*.

5. If an inmate living at the WRC is moved inside the compound for non-disciplinary reasons he will be allowed to maintain the first hobby permit that was issued. The second permit he was issued and all materials and accessories related to that permit will be confiscated and must be mailed out within 15 days at the inmate's expense. If the items are not mailed out within this period, they will be processed as contraband in accordance with *MSP 3.1.17B, Contraband Control*.

**E. Hobby Craft Materials, Tools, and Accessories**

1. The Security Majors of the adult secure care facilities will consult at least once a year to consider proposed additions and/or deletions to the approved hobby craft activities, accessories, and materials listed on the property list. Modifications may be made to help ensure the safety of the public, staff, and inmates and to provide for the security and orderly operation of the facilities. Any suggestions for modification to this list must be forwarded, in writing, to the Security Major with justification as to how the proposed change(s) will meet the above goals.
2. The MSP Hobby Director will ensure that the only state-owned tools, accessories, and materials allowed to be used in producing hobby craft items are kept in the Hobby Shop, and that the procurement, storage and use of these tools, accessories, and materials are done in compliance with procedures outlined in *MSP 3.1.14, Tool Control* and *MSP 3.2.5, Control and Use of Hazardous Materials*.
3. Inmates will use Hobby Shop order forms to order their in-cell hobby craft accessories and materials. The MSP Hobby Director will screen and review all inmate orders for materials and accessories for propriety prior to ordering them from the vendor. The MSP Hobby Director will ensure each order contains an addressed stamped envelope, completed order form, and completed inmate money transfer form.
4. An inmate must pay for hobby craft accessories and materials with funds from his inmate account. COD and third party orders and purchases are not allowed.
5. Vendor catalogs for the ordering of in-cell accessories and materials will be available through the MSP Hobby Director.
6. The MSP Hobby Director will search each incoming order for contraband and ensure the inmate only receives the hobby items he ordered and that are allowed per the current property list (see *MSP 4.1.3, Inmate Personal Property*).
7. Inmates should keep accurate records of their entire accessory and material purchases, including invoices and receipts, to prove ownership during property/cell searches, and to help in investigations concerning possible loss, theft, or damage.
8. All inmates listed as being issued a hobby craft permit must keep the permit and a current accessory and material inventory immediately available for review, search, and accountability purposes.
9. Staff will seize and process accessories and materials that have been misused, tampered with, or transferred to another inmate in accordance with *MSP 3.1.17B, Contraband Control*.

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**F. Hobby Craft Contract Sales**

Inmates may contract for the sale of a specific hobby craft item in accordance with the guidelines set forth in this procedure, and the following stipulations:

1. All contracts must be reviewed and approved by the MCE Hobby Coordinator and the MSP Hobby Director.
2. Two types of hobby contracts will be utilized.
  - a. A regular hobby contract will be utilized for non-DOC staff members who enter into a contract directly with an inmate for hobby craft items.
  - b. A Hobby Counter Contract will be utilized for DOC staff members and others who enter into a contract with the Hobby Store for inmate hobby craft items.
3. Staff may not enter into a hobby contract directly with an inmate, but may utilize the hobby counter contract process at the Hobby Store to purchase hobby items.
  - a. The MCE Administrator will develop a procedure for selecting inmates for a designated contract sales pool that will be available for Hobby Counter Contract Sales. The MCE Hobby Coordinator will select an inmate from the designated contract sales pool to make the hobby item for the staff member.
  - b. The hobby counter contract process will include:
    - 1) A Hobby Counter Contract Form.
    - 2) A process for contracting with the pool of inmates on a rotating basis, depending on the type of hobby ordered.
    - 3) A standard rate for hobby craft products.
    - 4) Hobby Counter Contract rules.
    - 5) No disclosure of the name of the staff member contracting for the item(s) and the name of the inmate making the item(s) to the other parties. This will alleviate any contact between the staff member and inmate.
4. All approved contracts will define the work to be performed and the compensation for the finished product. The selling price of hobby contract items must be equivalent to the average retail selling price for similar items on sale at the Hobby Store in Deer Lodge.
5. The purchaser of hobby contract items must submit full payment to the MCE accounting office.
6. Inmates may not enter into a contract with another inmate or inmates.
7. Contract sales, counter contract sales, and sales of items at the Hobby Store will have a surcharge deducted from the sales price as outlined in H.8. This surcharge will cover operation of the Hobby Store.
8. An inmate may not initiate work on a hobby contract until MCE accounting has received full payment on the contract.
9. MCE Accounting staff will deposit the payments for contracts, but hold the payment to the inmate until the product is completed by the inmate, received by the MSP Hobby Director, and forwarded to the MCE Hobby Coordinator for delivery to the customer. All transactions must be documented by each party.
10. Once the item has been received by the MCE Hobby Coordinator and accepted by the customer, payment will be made to the MSP Accounting Department for deposit into the inmate account. The amount of the payment will be the agreed upon product price, less the surcharge.
11. If for any reason the terms of a contract are not met, the contract will be void, and all money will be returned to the purchaser.

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#### **G. Hobby Craft Gifts**

An inmate may only make hobby craft item gifts for those persons listed on his approved correspondence/visiting list. As soon as the inmate finishes making a gift item he must mail it out in accordance with the following procedures.

1. The inmate must package the gift for mailing and deliver it to the MSP Hobby Director.
2. It is the inmate's responsibility to package the item for shipping (in accordance with U.S. Postal Regulations) and pay all shipping costs. The MSP Hobby Director will ensure the inmate has:
  - a. Properly addressed the shipping container, clearly indicating the inmate's full name, ID number, MSP address, and the full name and address of the recipient.
  - b. Attached a fully completed Special Mailing Request form to the package that clearly indicates the contents of the package. For example: *1 pr - beaded earrings, 1- beaded necklace, 1- beaded lighter case*. The description must not be generic, such as *artwork, hobby, beadwork, horsehair, etc*. The value must be entered, and it must be insured in the event it is lost or damaged.
3. The MSP Hobby Director must review the insured value to ensure that the insured value is appropriate to the actual value of the hobby item. If the insured value is excessive, the MSP Hobby Director will make the appropriate corrections.
4. The MSP Hobby Director will inspect the package for compliance with the above mailing requirements. If and when it meets these requirements the MSP Hobby Director will seal it and forward it to the Mail Room for processing.
5. The MSP Hobby Director will maintain a computerized detailed shipping log of all items mailed out. Details must include the inmate's name, DOC ID#, product description, number of items, value of the product, date shipped, and who the item is mailed to (including address).
6. On a limited case-by-case basis, an inmate may be allowed to have one of his approved visitors pick up a finished gift item(s) just prior to them leaving the facility after a visit. First the inmate must send an OSR to the Visiting Supervisor requesting that one of his visitors be allowed to pick up a finished gift item(s). The inmate must explain on the OSR why he is unable to mail the gift item out. If the Visiting Supervisor approves the request, he/she will make arrangements with the Hobby Director to have the item(s) delivered to the visitor.

#### **H. Hobby Store Sales**

1. Finished hobby craft items that are not sent out as gifts or delivered to a contract purchaser must be immediately delivered to the MSP Hobby Director to be sold at the Hobby Store.
2. The MSP Hobby Director will process all items to be sold at the store and deliver them to the MCE Hobby Coordinator or designee. Documentation must be kept by all parties when an exchange of product is made.
3. MCE may market inmate hobby products through the Hobby Store, internet web sites, and retail outlets.
4. The inmate must complete an identification tag (provided by the MSP Hobby Director) for each item he submits for sale at the store. It is the inmate's responsibility to set the sale price of the item. The MSP Hobby Director will review the sales price, and if he/she feels it is out of line, will work with the inmate to adjust the price based on prevailing market price for that item.

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5. The MSP Hobby Director will ensure the inmate is given a receipt for each item he sends to the store.
6. The MCE Hobby Coordinator will keep records of all submissions and sales. Inmates should maintain a record of the items they have at the store and all sales.
7. MCE will perform a quarterly inventory of all hobby items in their possession. This inventory will be reconciled to the perpetual inventory on the Point of Sale computer system. A copy of the quarterly inventory will be forwarded to the MCE Accounting Office, the MSP Hobby Director and Associate Warden. On an annual basis individual inventory listings will be provided to each inmate who has a product(s) in the possession of MCE.
8. A surcharge will be assessed on the proceeds from each item sold at the downtown hobby store, contract, or other retail outlet. These funds will be used to cover the costs associated with the operation of the Hobby Store. The surcharge will be 25% of the selling price for products sold through the Hobby Store or other retail outlets, and 10% of the selling price on contracts and counter contracts. Freight charges will be the purchaser's responsibility.
9. If an item is not selling, an inmate may reduce the sale price of the item, or agree to a percentage discount. To reduce a price, or agree to a percentage discount, the inmate must submit a signed communication slip to the MCE Hobby Coordinator. The Slip must contain full information on the items such as the inmate's name and number, the exact item number and description, the original sales price, and the new sales price or discount percentage.
10. Hobby craft items recalled from the Hobby Store by an inmate must be mailed out (in accordance with mailing procedures outlined in section III.G. above). The MCE Hobby Coordinator will give the recalled items to the MSP Hobby Director, who will make arrangements with the inmate to ship the hobby craft items to a person on the inmate's approved correspondence/visiting list. The items may not be taken back to the inmate's housing unit.
11. MCE will be solely responsible for the operation of the Hobby store.
12. Items that are stolen damaged, or missing from the Hobby Store will be reimbursed to the producing inmate at a rate of 50% of the documented asking price, not to exceed \$500.
13. The Hobby Store may accept inmate hobby products from all DOC Owned and contracted facilities.
14. Hobby items may be displayed for 18 months. If an item has not sold after 12 months, the inmate will be notified that they have an additional 6 months for the item to sell. At that time the inmate may send in a request to offer a discount on the item to reduce the price. After 18 months the MCE Hobby Coordinator will notify the inmate that his unsold hobby craft item must be recalled. At that time the inmate must make arrangements with the MSP Hobby Director to have the item returned to the facility, to be shipped out at his expense. The inmate will have 30 days to respond from the time of the initial request to recall from the MCE Hobby Coordinator. If an inmate does not respond to the recall, the hobby items will be turned over to the Hobby Store for sale or disposal. Proceeds from any sales of these items will be deposited in the Inmate Welfare account.

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**I. General Rules Concerning Hobby Craft Privileges:**

1. Inmates are responsible for the care and control of their own hobby craft permits, accessories, and materials. MSP (and/or its employees) is not liable for any loss or damage to any hobby craft item, accessory, or material, unless negligence on the part of staff has been proven to be the cause.
2. Any transfer of hobby craft items, materials, or accessories between inmates is against operational procedure.
3. Hobby craft accessories, materials, and finished items that have been shipped out may not be sent back into the facility. Refused contract items or repair returns may be allowed, but only with prior written approval from the MCE Hobby Coordinator and MSP Hobby Director.
4. When an inmate discharges or is released from the facility for a community placement, he must send out, dispose of, or take with him, all his hobby craft items, accessories, and materials. The inmate is responsible for notifying the MCE Hobby Coordinator to request that his items at the Hobby Store be recalled. If the inmate does not initiate a recall of his hobby craft items prior to his release, and the items are not claimed within a reasonable time period after his release, the items will be turned over to the Hobby Store for sale. Proceeds from the sale of these items will be deposited in the Inmate Welfare account.
5. Inmates are responsible for the cleanliness of their hobby craft working area(s).
6. If any item associated with an inmate's hobby craft is used as a weapon, device of destruction, or used in any inmate escape, uprising, or insurrection, it may be removed from the hobby list and confiscated.
7. Any violation of the conditions of this operational procedure may result in disciplinary action, including but not limited to forfeiture of hobby craft privileges and confiscation of accessories, materials, and items.

**IV. CLOSING**

Any questions concerning this operational procedure should be directed to the Associate Warden over Recreation, the MCE Administrator, the MSP Recreation Supervisor, the MCE Hobby Coordinator, or the MSP Hobby Director, depending on the context of the question.

**V. ATTACHMENTS**

None